

28 January 1965

MEMORANDUM FOR: Chief, OCR/Biographic Register

SUBJECT : OCR/BR Participation in the CS Name Check Course

1. Reference our previous conversations on this subject and your agreement to provide a presentation on the subject of OCR/BR in the CS Name Check Course.

2. The first running of the CS Name Check Course will begin on 18 February 1965. The class will consist of 20 students from the CS and will meet in Room 1A07. Your presentation is scheduled for Friday, 19 February, from 1330-1445. I believe you prefer to use one of the small OCR/GR theaters. If so, please, let me know soonest which theater you are scheduling - or, if you desire, I will schedule a theater. The use of a theater will be fine, since your presentation will be followed by a film on name tracing which I hope to have shown in the same theater.

3. It occurs to me that you might actually find the 45 minutes scheduled for your presentation a bit tight. Please, don't hesitate to take some additional time - up to 30 minutes more, if necessary - since there will be adequate time remaining to run and discuss the film.

4. For your information and possible use in preparing your presentation, attached are copies of pertinent portions of the course Syllabus and of the daily schedule for CS Name Check Course - No. 1.

5. We look forward to the direct participation of your office in this new CS course, which we anticipate will be held about 10 times yearly, since it will provide CS Name checkers with the best available instruction on the subject and enable them to become more effective CS name checkers.

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